WAIS, Inc.

STAFF MEETING AGENDA

August 1, 1994

I.   <u>Weekly Business Reports</u>

      A.   Accounts Receivables report
      B.   Human Resources/Administration report
      C.   Sales report
      D.   Product Development report
      E.   Services Development report

II.   <u>Meeting Objective</u> *status July*

Significance of SIGNIDR V (Bruce)

III.   <u>Issues for the Week</u>

A. Than – ALL POs, for anything, should go to Than first. This is Bruce's idea; he wants to log all bookings in one place, before they go to whoever will act on them.

B. Ben – purchasing more user licenses for the Purify software program.

IV.   <u>Summary</u>

Thanks for our first structured meeting! I wrote down what folks said the next week looked like... Here is a shot at it. (judy, could you bring it to the meeting next week?)

AR:

July: 53k collected, 45k more expected
Aug: no forcast yet

Development:
Schedule was handed out! with deliverables! CVS will be deployed this week
~~for~~ *range search next week*

HR/admin
Next week:
contact 3 headhunters ———— *1 interview*
assessment of resumes we have *refine headhunters*

New copier
contact alexandra ✓
close books by july 31 ————⟶ *close by next week*
check on insurance on 3rd floor ✓

Services:
Next week:
next week
EB source code from EB will be delivered/Intel proposal will be done ✓
Scholastic proposal response in *next week*
DJ will have schedule *next week*
DJ service will be up on dv.wais.net
 seybold outline
-brewster

DJ sample on our machine
DJ Logs next week

support